

**ADDENDUM #1
TO SPEC. 04-287**

ANNUAL SUPPLY OF ENGINEERING PAPER

Addendum #1 to Spec. 04-287 for Annual Supply of Engineering Paper, bids originally to be opened on Wednesday, November 17, 2004 at 12:00 noon.

Replace the second page of the proposal sheet with the attached page. Item 14 for 8850 Toner has been added.

All other terms and conditions to remain unchanged.

Dated this 2nd day of November, 2004.

Purchasing Department

Tom Kopplin
Assistant Purchasing Agent

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>EST. ANN. QTY.</u>	<u>U/M</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
12.	OCE-2920700058 Blue AK 20# 30 x 42 Fast 250/SH	8	PK.	\$ _____	\$ _____
13.	OCE-25001878 Toner 9400	1	EA.	\$ _____	\$ _____
14.	Xerox 510DP, 8850 Toner	1	EA	\$ _____	\$ _____
TOTAL					\$ _____

BID SECURITY REQUIRED: Yes ____ Amount: _____
 No X

Special provisions for Commodity Term Contracts are included with the specification document. Bidders are urged to read the Special Provisions before completing the following sections of the Proposal.

Term of Agreement is one (1) year, January 1, 2005 through December 31, 2005.

Contract Extension Renewal is an option: Yes _____
 No _____

TERM PRICE CLAUSE: BIDDER MUST STATE

- (a) Bid prices firm for the full contract period: _____; or
 (b) Bid prices subject to escalation/de-escalation: _____.
 (c) If (b), state period for which prices will remain firm:
 Through _____.

COMPANY REPRESENTATIVE responsible for the administration of this Agreement:

NAME: _____
TITLE: _____
PHONE NO. _____

AFFIRMATIVE ACTION PROGRAM: Successful bidder will be required to comply with the provisions of the City's Affirmative Action Policy (Contract Compliance, Sec. 1.16). The Equal Opportunity Officer will determine compliance or non-compliance with the City's policy upon a complete and substantial review of successful bidder's equal opportunity policies, procedures and practices.